

Confidentiality Policy

General Confidentiality and Privacy Policy / Parent-Student Rights as defined under FERPA: Parents and eligible students (students 18 years of age or older) have the right to inspect all of that student's education records maintained by *Accelerated Elementary and Secondary Schools (AESS)*. *AESS* will provide a qualifying person with the opportunity to inspect and review maintained educational records within 45 days following the receipt of a written and dated request. There is a fee of 35 cents per page for unofficial copies. Parents and eligible students have the right to request that inaccurate or misleading records be corrected. If *AESS* decides not to amend the record, the parent or eligible student then has the right to request a formal hearing before the *AESS* Board. After the hearing, if *AESS* still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on only the contested information in the record. Statements which do not pertain to the specific contested information will not be placed in the file.

AESS requires written permission from the qualifying parent(s), as defined in Section 152 of the Internal Revenue Code, or eligible student before releasing any information from a student's record unless such release is mandated by law or is required for the normal delivery of services to the student. Specific information will be released without consent to only to those who have both legitimate educational interest and a legal right to know as follows: employees who have a need to know; other schools to which a student is transferring; certain government officials in order to carry out lawful functions; appropriate parties in connection with financial aid to a student; organizations or persons conducting certain studies for the school; accrediting organizations; individuals who have obtained court orders or subpoenas; persons who need to know in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law.

AESS under FERPA directives, may disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, grade level, enrollment status, honors and awards, and dates of attendance. However, the qualifying student or parent has the right to restrict the disclosure of directory type information if *AESS* receives a written request for non-disclosure of directory information at the time of registration, from a parents or eligible student.

Consistent with FERPA directives *AESS* may disclose personal information to the victim(s) of an alleged perpetrator of a crime of violence. *AESS* may disclose personal information to any third party following the final results of a disciplinary proceeding related to a crime of violence or violation of the school's rules or policies including: the name of the alleged perpetrator, the violation committed, and any sanction imposed against the alleged perpetrator. The disclosure shall not include the name of any other student, including victims or witnesses, without their written consent.